

Job Descriptions

On March 15, 2010, IASB provided the Government Oversight Committee with a list of all employee salaries that are over \$100,000 for the 2009-10 fiscal year, and IASB will report those on the new 990 form.

The committee also asked for job descriptions. IASB has updated all of those to ensure they accurately reflect employees' current work, and job descriptions for those people are attached.

Iowa Association of School Boards

Job Description

Job Title: Executive Director

Person in Position: Vacant

Responsible to: IASB Board of Directors

FLSA Status: Exempt

Qualifications:

1. Doctorate degree in education and ten years administrative experience in an educational environment.
2. Knowledge of school board roles and responsibilities and issues that impact student achievement.
3. Demonstrated interpersonal relationship skills and project management skills.
4. Excellent written and oral communication skills. Public speaking experience required.

Essential Job Functions:

1. Manage the association pursuant to the annual budget, policies, mission, goals and objectives established by the Board of Directors and the Delegate Assembly.
2. Develop programs to carry out the directives and policies of the Board of Directors and Delegate Assembly.
3. Oversee and direct all IASB and IASB-related entities' activities and programs.
4. Refer matters to the IASB Board of Directors for study and recommendation.
5. Keep the members of the IASB Board informed on association activities and programs.
6. Prepare an annual budget for consideration and action by the Board of Directors.
7. Maintain association membership and create a positive image of the association for those members.
8. Oversee and direct the employment of staff and development of job descriptions for all staff members.
9. Maintain the operational efficiency and effectiveness of the staff and, when necessary, discipline or discharge employees.
10. Represent, or designate a representative of, the association at national, regional, state and local education conferences.
11. Responsible for maintaining a good working relationship with other education-oriented associations and agencies and, whenever possible, developing a coordinated effort on education issues.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Adhering to the staff operating principles.
 - b. Following IASB procedures.
 - c. Practicing effective teamwork.
 - d. Accepting new challenges.
 - e. Incorporating new learning.
3. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 10 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to drive a vehicle.

Working Conditions:

General office environment.

Terms of Employment: At Will**Evaluation:**

Performance of this position will be evaluated in accordance with this job description, IASB's evaluation policy and operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

**IASB reserves the right to change this job description for the
efficient and effective operation of this association.**

Revised: April 2010

Iowa Association of School Boards

Job Description

Job Title: Financial Services Marketing Director

Person in the Position: Paul Kruse

Responsible to: Chief Financial Officer

FLSA Status: Exempt

Essential Job Duties:

1. Market public school related financial services.
2. Maintain relationships with Iowa school district personnel with financial responsibilities for the good of mission of the Iowa Association of School Boards.

Qualifications:

1. 4-year earned business degree, 2-4 years marketing experience.
2. Knowledge of public fund investment requirements.
3. Knowledge of Iowa Code pertaining to public funds.
4. Have current drivers license and clean driving record.

Essential Job Functions:

1. Complete calls on clients and prospects.
2. Fulfill requirement of the ISJIT Marketing Agreement.
3. Represent IASB's financial services at conferences and conventions.
4. Develop calling program among superintendents, AEAs, school business officials and community colleges.
5. Issue a Marketing Letter to ISJIT Participants.
6. Research and develop additional services and programs to benefit Iowa's schools.
7. Present training and information sessions about IASB's financial services to school board groups.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Adhering to the staff operating principles.
 - b. Following IASB procedures.
 - c. Practicing effective teamwork.
 - d. Accepting new challenges.
 - e. Incorporating new learning.
3. Proofread and edit written materials accurately.
4. Coordinate multiple projects simultaneously and work under deadline pressure.
5. Identify priorities among projects, seeking assistance when necessary.
6. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to work off-site and travel state-wide.
2. Able to communicate via cell phone.
3. Able to drive a car.

Working Conditions:

Extensive travel in vehicle; working in school district offices and general office environment.

Terms of Employment: At will.

Evaluation:

Performance of this job will be evaluated in accordance with this job description, IASB's evaluation policy, and staff operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Revised: April 2010

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Iowa Association of School Boards

Job Description

Job Title: National Marketing Director

Person in the Position: Pat Ricci

Responsible to: Chief Financial Officer, IASB

FLSA Status: Exempt

Essential Job Duties:

Market and direct sell LGS's online Payment service, PaySchools. Develop and service strategic partnerships with the state school board associations, other associations and other software vendors in the student information system and school lunch arena.

Qualifications:

1. 4-year business and/or marketing degree with at least 7 years experience.
2. Demonstrated expertise in sales, project management and product improvement.
3. Experience in maintaining confidentiality of financial and proprietary information.
4. Knowledge of public school structure.

Essential Job Functions:

1. Devote full time and best effort to performing services for LGS entities, as directed.
2. Ensure the PaySchools name is in front of the national target audience by:
 - a. Developing effective marketing materials.
 - b. Hosting product demonstrations, exhibiting at education trade shows, providing online payment education sessions at conferences and conventions.
 - c. Using marketing channels to develop customer leads. Providing product information, responding to customer requirements and signing up schools for the PaySchools program.
 - d. Networking through current PaySchools users to develop new business opportunities.
3. Identify and sign PaySchools channel partners, continually.
4. Monitor the enrollment, materials distribution, setup call, IT coordination and school support processes.
5. Contact point for existing customers. Respond to customer requests and work with development team to define product improvements.
6. Provide monthly transaction reporting to participating state school board associations.
7. Report concerns/problems to IASB's CFO and recommend improvements.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Adhering to the staff operating principles.
 - b. Following LGS/IASB procedures.
 - c. Accepting new challenges.
 - d. Incorporating new learning.
3. Proofread and edit written materials accurately.
4. Perform other duties as assigned for the efficient and effective operation of LGS/IASB.

Physical Requirements:

1. Able to work off-site and travel nationwide.
2. Able to communicate electronically.
3. Able to drive a car.

Working Conditions:

Extensive travel; working in school districts and general office environments.

Terms of Employment: At will.

Evaluation:

Performance of this job will be evaluated in accordance with this job description, LGS/IASB's evaluation policy, and staff operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Revised: April 2010

LGS/IASB reserves the right to change this job description for the efficient and effective operation of this association.

Iowa Association of School Boards

Job Description

Title: General Counsel
Person in Position: LeGrande Smith
Responsible to: Executive Director
FLSA Status: Exempt

Essential Job Duties:

To provide direct, full-time professional legal counsel and representation for the executive director, the staff and the boards on association enterprise matters.

Qualifications:

License to practice law in Iowa and maintain such license.
Certificate of Good Standing.

Essential Job Functions:

1. Prepares and conducts litigation as directed by the executive director,
2. including (but not limited to) the preparation of all pleadings and trial and appellate briefs,
3. negotiation between parties and the conduct of trial and hearings and all other court or hearing
4. appearances in order to represent most effectively the interests of the association enterprise as those
5. interests are interpreted by the executive director.
2. Prepares and renders legal opinions upon request to the executive director, the staff or one of the
6. association enterprise boards (as authorized by the board as a whole).
3. Attends and provides legal advice at all meetings of the association enterprise boards and such other
7. meetings as the executive director may direct.
4. Provides legal assistance in the drafting of association enterprise legal documents, policies, rules and
8. regulations, resolutions, applications, and all other legal or quasi-legal papers upon request.
5. Provides legal assistance in the drafting of state legislation proposed by the association enterprise for
9. presentation to the state legislature, when requested by the executive director.
6. Responsible for and coordinates with public policy team to review and make recommendations on
10. business and non-profit legislation at all levels of government.
7. Maintains files and supervises periodic revision of policies and rules and regulations promulgated by the executive director and policy and regulation of the association enterprise.
8. Performs such other duties consistent with his professional competence as the executive director may from time to time assign.

Associated Functions:

1. Project positive, optimistic image to staff, program participants, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Participating fully and effectively in the evaluation process.
 - b. Adhering to the staff operating principles.
 - c. Following association procedures.
 - d. Practicing effective teamwork.
 - e. Accepting new challenges.
 - f. Incorporating new learning.
3. Coordinate multiple projects simultaneously and work under strict deadline pressures.
4. Identify priorities among projects, seeking assistance when necessary.
5. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.

2. Able to occasionally lift and/or carry materials or equipment over 15 lbs.
3. Able to walk up and down stairs.
4. Able to occasionally walk and/or stand for extended periods.
5. Able to drive a vehicle.

Working Conditions: General office environment.

Terms of Employment: At will.

Evaluation:

Performance of this job will be evaluated in accordance with this job description, IASB's evaluation policy, and staff operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Created: September 2007

IASB reserves the right to change this job description for the efficient and effective operation of this association.

Iowa School Boards Foundation

Job Description

Job Title: Executive Director, Iowa School Boards Foundation

Person in Position: Mary Dellagardelle

Responsible to: ISBF Board of Directors

FLSA Status: Exempt

Qualifications:

1. Doctorate degree in education and ten years administrative experience in an educational environment.
2. Knowledge of school board roles and responsibilities and issues that impact student achievement.
3. Demonstrated interpersonal relationship skills and project management skills.
4. Excellent written and oral communication skills. Public speaking experience required

Essential Job Functions:

1. Manage the foundation pursuant to the annual budget, policies, mission, goals and objectives established by the Board of Directors.
2. Develop programs to carry out the directives and policies of the Board of Directors.
3. Oversee and direct all ISBF-related entities' activities and programs.
4. Keep the members of the IASB Board informed on foundation activities and programs.
5. Prepare an annual budget for consideration and action by the Board of Directors.
 6. Inform, serve, guide or otherwise assist donors who wish to support ISBF activities.
7. Oversee and direct the employment of staff and development of job descriptions for all staff members.
8. Maintain the operational efficiency and effectiveness of the staff and, when necessary, discipline or discharge employees.
9. Represent, or designate a representative of, the association at national, regional, state and local education conferences.
10. Establish, support and maintain a good working relationship with other education-oriented associations and agencies and, whenever possible, developing a coordinated effort on education issues.
11. Actively pursue funding sources to insure viability of foundation and foundation work.

Associated Functions:

1. Project positive, optimistic image to staff, ISBF contributors and others.
 - a. Exhibit personal accountability and initiative.
2. Coordinate multiple projects simultaneously and work under deadline pressure.
3. Identify priorities among projects, seeking assistance when necessary.
4. Perform other duties as assigned for the efficient and effective operation of ISBF.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 15 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to drive a vehicle.

Working Conditions:

General office environment with some travel.

Terms of Employment: At Will

Evaluation: Performance of this position will be evaluated in accordance with this job description and other criteria established by the ISBF Board.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Revised: April 2010

**IASB reserves the right to change this job description
for the efficient and effective operation of this association.**

Iowa Association of School Boards

Job Description

Job Title: Educational Finance Director

Person in Position: Jackie Black

Responsible to: Executive Director

FLSA Status: Exempt

Qualifications:

1. Degree in math, business, finance, statistics, accounting or equivalent experience.
2. Current expertise, or ability quickly to become expert, in Iowa school funding, the school finance formula, and employee compensation systems in Iowa public schools.
3. Proficient in statistical analysis.
4. Knowledge of GAAP principles for local governments preferred.
5. Proficient in computer based spreadsheets and financial reporting in tables and graphs. Experience in Windows environment, Excel and Access. Knowledge in Iowa Access strongly preferred.
6. Excellent written and oral communication skills with attention to detail. Public speaking experience preferred.
7. Proficient in Internet applications.

Essential Job Functions:

1. Respond quickly and accurately to multiple financial data requests from internal and external sources (e.g. IASB members, IASB staff, legislators).
2. Analyze the fiscal impact of proposed or passed legislation or other proposals on IASB members.
3. Prepare timely statistical analysis of variations of the school finance formula suggested by IASB staff, members, the legislature, other organizations, state agencies or developed by you.
4. Create accurate computer spread sheets, graphs (e.g. line, bar, etc.) and fiscal reports in a format understandable by IASB staff, members, legislators and other varied audiences.
5. Collect and maintain, in a useable computerized format, any and all budget and financial data related to schools available through federal and state agencies and IASB data collection procedures.
6. As directed by supervisor, coordinate and provide instruction at various IASB and Iowa Association of School Business Officials conferences and/or workshops, area superintendent meetings, and legislative meetings. Unless and until these Performance Responsibilities are amended, employee will not be required to present the annual IASB Convention "School Finance Bootcamp," the Iowa Superintendents Finance and Leadership Consortium (ISFLC) workshops, or the IASB annual Fiscal Conference.
7. Participate on public policy, state agency or other committees involving school finance matters.
8. Assist in assessing the effectiveness and usability of data collected and disseminated to IASB members.
9. Develop and maintain a strong working relationship with counterparts at the Department of Education, Department of Management, Department of Revenue, State Auditor, and Legislative Services Agency.
10. In accordance with IASB style and procedures, prepare and provide clear, concise, accurate and understandable written (brochures, correspondence, *Funding Iowa Schools*, *Iowa School Finance Manual*, Finance Section of the Restructuring Manual, etc.) and verbal data to internal and external sources. (e.g. IASB members, IASB staff, legislators)

Associated Functions:

1. Project professional image with IASB members, legislators, state agencies, educational and IASB-supportive associations and others.
2. Exhibit personal accountability and initiative by:
 - a. Participating fully and effectively in staff accountability processes.
 - b. Adhering to the staff operating principles.
 - c. Following IASB procedures.
 - d. Practicing effective teamwork.
 - e. Accepting new challenges.
 - f. Incorporating new learning.

3. Coordinate multiple projects simultaneously and work under deadline pressure.
4. Identify priorities among projects, seeking assistance when necessary.
5. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 10 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to drive a vehicle.

Working Conditions:

General office environment.

Terms of Employment: At Will

Evaluation:

Performance of this position will be evaluated in accordance with this job description, IASB's evaluation policy and operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Revised: April 2010

**IASB reserves the right to change this job description for the
efficient and effective operation of this association.**

Iowa Association of School Boards
Job Description

Job Title: Director of Member Relations

Person in Position: Connie Maxson

Responsible to: Executive Director

FLSA Status: Exempt

April 9, 2010: This draft job description is currently under study and review and is subject to change.

Qualifications:

1. Master's degree or equivalent in an educationally-related area.
2. Knowledge of school board roles and responsibilities and issues that impact student achievement.
3. Demonstrated interpersonal relationship skills and project management skills.
4. Excellent written and oral communication skills. Public speaking experience required.

Essential Job Functions:

1. Consult with IASB management and administrative staff on marketing and member relations issues and strategies.
2. Make recommendations, based on facts and judgment, to support our members.
3. Lead, monitor, implement and evaluate communication strategies to support the work of the members of the association.
4. Monitor and analyze member satisfaction and needs and develop strategies to increase participation in IASB activities and services.
5. Get tools to the districts that they can use in their work—articles, web sites, etc
6. Develop and implement communication strategies to support the internal work of the association.
7. Collaborate and assist in the implementation of association goals.
8. Collaborate with other state education organizations to further the mission and purpose of public education in Iowa.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Participating fully and effectively in staff accountability processes.
 - b. Adhering to the staff operating principles.
 - c. Following IASB procedures.
 - d. Practicing effective teamwork.
 - e. Accepting new challenges.
 - f. Incorporating new learning.
3. Coordinate multiple projects simultaneously and work under deadline pressure.
4. Identify priorities among projects, seeking assistance when necessary.
5. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 10 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to drive a vehicle.

Working Conditions:

General office environment with intermittent travel statewide.

Terms of Employment: At will

Evaluation: This position will be evaluated in accordance with this job description, IASB's evaluation policy and the operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Being Revised: April 2010

IASB reserves the right to change this job description for the efficient and effective operation of this association.

April 9, 2010, Working Document for Development of job description:

Defining the functions of the Director of Member Relations:

Purpose: The purpose of the Director of Member Relations position is to ensure strong connections exist between and among the association staff, board/superintendent teams, and other groups that serve public schools.

- Support translation of content into practical application for board members and superintendents

- Ensure seamless/integrated functioning across all areas of the association

- Connect with other educational organizations to ensure consistent two-way messaging

- Connect members with current legislative issues and provide support to develop their advocacy

- Support the analysis of member needs in relation to services provided

- Coordinate two-way communication between the association and all partners

Essential Job Functions:

- Plan, develop, implement and evaluate strategies for accomplishing the goals of improved member relations.

- Develop annual plans and budgets for member relations activities.

- Project positive, optimistic image to staff, IASB members, vendors and others.

- Exhibit personal accountability and initiative.

- Coordinate multiple projects simultaneously and work under deadline pressure.

- Identify priorities among projects, seeking assistance when necessary.

- Coordinate the work of the communications team.

- Perform other duties as assigned for the efficient and effective operation of IASB.

Impact:

- Board members and superintendents provide effective leadership for Iowa School Districts.

- The work of the association staff is connected across all areas of the association.

- The collaboration among educational groups serving public schools is strengthened and mutually enhancing.

- Board/superintendent teams have the knowledge and skills to be effective advocates for public education.

- The association is aware of member needs and continuously modifies programs and services to better serve board/superintendent teams in Iowa.

Iowa Association of School Boards

Job Description

Title: Leadership Development Director

Person in Position: Harry Heiligenthal

Responsible to: Executive Director

FLSA Status: Exempt

Essential Job Duties: Develop and deliver school board member, superintendent and other education leader training based on credible education research and information.

Qualifications:

1. Master's degree and ten years combined teaching and administrative experience.
2. Demonstrated knowledge of education research and other issues that impact student learning.
3. Knowledge of school board roles and responsibilities.
4. Experience in using technology to deliver instruction.
5. Experience in delivering instruction to adults.
6. Experience in developing curricular frameworks and materials.
7. Excellent oral and written communication skills, with advanced writing, editing, proofreading and public speaking/presentation skills.
8. General competency in PC workstation office software, such as Microsoft Office applications.

Essential Job Functions:

1. Maintain oversight and responsibility for content and preparation of Lighthouse Scale Up District Workshops
2. Keep abreast of credible, quality education research that impacts K-12 student learning.
3. Provide training/support for school board/superintendent teams related to research-based roles/practices for improving student achievement.
4. Assist and support IASB initiatives for school district board/superintendent team development and training.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Adhering to the staff operating principles.
 - b. Following IASB procedures.
 - c. Practicing effective teamwork.
 - d. Accepting new challenges.
 - e. Incorporating new learning.
3. Coordinate multiple projects simultaneously and work under deadline pressure.
4. Identify priorities among projects, seeking assistance when necessary.
5. Perform other duties as assigned for the efficient and effective operation of IASB.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 15 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to speak clearly in front of small and large group.
5. Able to drive a vehicle.

Working Conditions:

General office environment with intermittent statewide travel.

Terms of Employment: At will

Evaluation:

Performance of this job will be evaluated in accordance with this job description, evaluation policy, and staff operating principles.

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job.

Revised: April 2010

IASB reserves the right to change this job description for the efficient and effective operation of this association.

Iowa Association of School Boards

Job Description

Job Title: Attorney

Person in Position: Mary Gannon

Responsible to: Executive Director

FLSA Status: Exempt

Essential Job Duties:

Responsible for IASB's government relations program; developing and maintaining IASB procedures manuals, handbooks and other materials used in the efficient and effective operation of school districts; incorporating IASB's leadership agenda into policy and legal documents; and working with the Legislative Resolutions Committee, Iowa Council of School Board Attorneys and Legal Service Committee.

Essential Job Functions:

1. Provide consultative services to IASB staff and members on legal and policy issues.
2. Develop and maintain a strong working relationship with legislators, policy-makers, interest groups that influence the interests of the association membership and others.
3. Analyze the impact of proposed or adopted legislation or other proposals on IASB members.
4. Plan and organize the IASB School Law Conference.
5. Plan and organize IASB legislative activities including regional lobby days and weekly legislative session updates.
6. Participate in and be responsible for portions of Belief and Resolutions development and adoption at Delegate Assembly, working toward alignment with IASB's mission.
7. Manage the IASB Legal Service Fund and Committee.
8. Oversee the state agency administrative rulemaking process for IASB.
9. Implement Risk Management Activities in conjunction with each of the areas of responsibility.
10. Promote and maintain the policy development services which include:
 - a. Custom policy service
 - b. Policy manual review service
 - c. Sample student handbook
 - d. Develop new services as needed
 - e. Policy primer
11. Participate on public policy, state agency or other committees affecting education policy or legal issues.
12. Write IASB procedures manuals and publications on public policy issues as needed.
13. Influence public policy (state, federal, agency and within other organizations) in the interest of association membership.
14. Coordinate the Federal Relations Network program maintaining contact with our federal representatives ensuring they know and understand IASB's positions on federal education issues.
15. Supervise support staff for Legal and Policy Services and Government Relations.

Associated Functions:

1. Project positive, optimistic image to staff, IASB members, vendors and others.
2. Exhibit personal accountability and initiative by:
 - a. Adhering to the staff operating principles.
 - b. Following IASB procedures.
 - c. Practicing effective teamwork.
 - d. Accepting new challenges.
 - e. Incorporating new learning.
3. Proofread and edit written materials accurately.
4. Coordinate multiple projects simultaneously and work under deadline pressure.
5. Identify priorities among projects.
6. Perform other duties as assigned for the efficient and effective operation of IASB.

Qualifications:

1. License to practice law in Iowa and maintain such license.
2. Certificate of Good Standing.
3. Knowledge and experience in education or public policy.
4. Excellent written and oral communication skills with attention to detail. Public speaking experience required.
5. Proficient in developing and maintaining effective internal and external working relationships.

Physical Requirements:

1. Able to sit at and operate a computer for extended periods.
2. Able to occasionally lift and/or carry materials or equipment over 15 lbs.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to speak clearly in front of small and large groups.
5. Able to drive a vehicle.

Working Conditions:

General office environment, statehouse daily for the legislative session, and some statewide travel.

Terms of Employment: At Will**Evaluation:**

Performance of this job will be evaluated in accordance with this job description, IASB's evaluation process and staff operating principals.

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Revised: April 2010